

## Tables & Keys

### **§187. Keying Technique:**

**a.** When space does not permit the inclusion of labels, headings, entries, etc., in a figure, determinant, matrix, or table as shown in ink print, one or more of the labels, headings, entries, etc., may be replaced by a numeric or alphabetic key. Two items which are identical should have the same key assigned to them.

**b.** A numeric key should consist of one or more numerals brailled in the upper part of the braille cell. This number must be preceded by the numeric indicator and must not be punctuated. Numbered keys should be listed in numeric order. These numbers should be placed in the figure, determinant, matrix, or table in the same position as the material which they replace.

**c.** An alphabetic key must consist of two lower-case English letters, one of which contains a dot 3 or dot 6, and, if possible, the combination should be suggestive of the item it represents. Contractions and letter combinations that correspond to short form words may not be used. An alphabetic key may not be used if any of the print entries in the table are made up of two lower case letters. In that case, a numeric key must be used.

**d.** A list of numeric and/or alphabetic keys and their meanings must be included in a transcriber's note as described in the most recent revision of *Braille Formats: Principles of Print to Braille Transcription*.

**e. Tables, Lists, Columned Material:** Subject to the provisions of §17, §30, §188, and the above, tables, lists and columned material must be transcribed in accordance with the provisions of the most recent revision of *Braille Formats: Principles of Print to Braille Transcription*.

**f. Figures:** Subject to the provisions of §17, §30, and the above, figures must be produced in accordance with the provisions of the most recent revision of the BANA *Guidelines and Standards for Tactile Graphics*.